

# The City of Elyria

## Essential Service Application for

**AMERICAN RESCUE PLAN Funding**

**For Essential Services Responding to COVID-19**



## American Rescue Plan Overview:

Since the first case of the coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the City of Elyria has been working tirelessly to respond to the pandemic. Earlier this year we started to see the light at the end of the tunnel and began to focus our efforts on rebuilding our city.

In order to build back better than we were prior to the pandemic we know it will take a collective effort from various stakeholders. We also know that we need new and innovative ideas to solve these new unprecedented problems we face.

We are fortunate that earlier this year, the American Rescue Plan (ARP) act was passed that provided a once in a generation opportunity for us to reimagine our future and have the resources to move in that direction. Though there is much flexibility in the act, there are still parameters for what the resources can be utilized for. We have identified several eligible uses for the funds that align with Elyria's needs. These areas of focus include **Job Training, Entrepreneurship and Business Assistance, Out of school care for youth (childcare, afterschool, and summer programs), Social, emotional, and mental health programs and services, Violence and Crime prevention.** Those these are the identified priorities, this does not limit what we are able to support and provide funding for. We recommend that you visit the US Treasury website for more information about eligible uses for ARP.

The Community Development Department will be responsible for administering this program and will work in partnership with my office. Questions should be directed to Community Development at [communityservice@cityofelyria.org](mailto:communityservice@cityofelyria.org) or call 440.326.1537.

The City of Elyria is committed to taking advantage of this once in a generation opportunity to transform our city for the better and we need your support to help make that happen.



In Pioneering Spirit,

Honorable Frank Whitfield, MBA

Mayor, City of Elyria

**APPLICATION INFORMATION  
FOR AMERICAN RESCUE PLAN FUNDING  
ESSENTIAL SERVICE ACTIVITIES**

The City of Elyria, Office of Community Development, is accepting applications from qualified organizations interested in providing services, projects, or programs that serve Elyrians in response to the impacts of the COVID-19 public health emergency.

**SCOPE OF WORK:**

Under this program, funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is to support coronavirus response. **Assessing whether a program or service “responds to” the COVID-19 public health emergency requires the applicant to, first identify a need or negative impact of the COVID-19 public health emergency and second, identify how the program, service or other intervention addresses the identified need or impact.**

Eligible uses for ARP can be found on the US Treasury website, as mentioned above the city has identified the following priorities but funds are not limited to:

**Job/Employment Training and Technology & Entrepreneurship and Small business assistance**

1. Expenses to facilitate internet access or digital literacy assistance
2. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency
3. Employment and training programs necessary due to the public health emergency.

**Mental Health and Community Wellness Services**

4. New or enhanced behavioral health services exacerbated by the pandemic and respond to other public health impacts. These services may include mental health treatment, substance misuse treatment, other behavioral health services, hotlines or warmlines, crisis intervention, overdose prevention, infectious disease prevention, and services or outreach to promote access to physical or behavioral health primary care and preventative medicine.

**Community Violence and Crime Prevention**

5. Evidence-based community violence intervention programs to prevent violence and mitigate the increase in violence during the pandemic.

**Out of school care for youth (Childcare and Education Services)**

6. New, expanded, or enhanced early learning services, including pre-kindergarten, Head Start, or partnerships between pre-kindergarten programs and local education authorities.

7. Evidence-based educational services and practices to address the academic needs of students, including tutoring, summer, afterschool, and other extended learning and enrichment programs.
8. Evidence-based practices to address the social, emotional, and mental health needs of students.
9. New or expanded high-quality childcare to provide safe and supportive care for children.

Also accepting applications related to,

Eligibility Guidance can be found at the US treasury's website [home.treasury.gov](https://www.treasury.gov) 31 CFR Part 35

### **Funding Allocation:**

The selection process of applications for funding will be based upon an evaluation of the organizational capacity as well as written information provided in comparison to the needs of the community.

This application is offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the City of Elyria reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed; and, the City reserves the right to reject any and all responses that: do not meet a national objective; 2) are deemed not feasible; 3) do not meet a local need; and/or 4) do not serve eligible or intended beneficiaries.

### **Funding Timeline:**

Once our community partners are selected, a funding agreement will be signed between the City of Elyria and the subrecipient. Funding agreements will have an implementation period (from date of "notice to proceed") and completion deadline no later than **December 31, 2022 and all invoice requests for funding should be submitted by January 16, 2023.**

### **Contractual Requirements:**

Each subrecipient selected to receive funds is required to sign a Subrecipient Agreement with the City.

Under local, State and Federal regulations, certain requirements must be met in order to negotiate a Subrecipient Agreement. These requirements include the following:

1. After an application is approved for funding, a Subrecipient Agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term(s) and administrative provisions. Special conditions attached to the award will also be specified in the agreement.

2. Each agency receiving funding from the City is required to certify that it will conduct its business in compliance with the non-discrimination requirements of the City of Elyria, state and federal governments, as applicable. Equal Opportunity Employment policies will be required.
3. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part by the City of Elyria.
4. All subrecipients will be required to comply with the federal government audit requirements as described in 2 CFR 200.



**Agency and Project Narrative (Must be typewritten and cannot exceed 5 pages)**

**1) Organization/Agency narrative - recommendations for a good narrative include:**

- a.) Mission and Vision Statement
- b.) History of the organization/agency
- c.) Types of services the organization/agency currently provides

**2) Program/project narrative should include the following elements:**

- a.) First, identify a need or negative impact of the COVID-19 public health emergency, and, second identify how your program or service, or other intervention addresses, the identified need or impact.
- b.) How is your project in response to the disease itself or the harmful consequences resulting from or exacerbated by the COVID-19 public health emergency?
- c.) Number of people and the population to be served and/or area to be benefited by this project.
- d.) Describe goals/objectives and the implementation schedule. Include the proposed program/project budget specifying line item costs such as personnel, supplies, etc.

**PROJECT BUDGET SHEET**

Specific Cost Item/description	Amount Requested	Other Funds Source	Other Funds Amount	Total Amount CV Relief Funds & Other Sources
<b>TOTAL</b>				

**Checklist of required documents that must be attached**

- \_\_\_\_\_ Completed Application (All information must be complete on application to be considered for funding including Federal Tax ID # and DUNS Number)
- \_\_\_\_\_ Narrative on agency
- \_\_\_\_\_ Narrative on project
- \_\_\_\_\_ Completed Budget Sheet

**Not required but may requested and/or submitted:**

*Please note: these items may be requested at a later date if selected to receive funding*

- \_\_\_\_\_ Articles of Incorporation/Bylaws
- \_\_\_\_\_ List of Board of Directors (Please indicate Officers)
- \_\_\_\_\_ Organizational chart of the agency
- \_\_\_\_\_ Agency financial statement and copy of most recent audit
- \_\_\_\_\_ Certificate of Good Standing with the State
- \_\_\_\_\_ State and Federal Tax Determination Letters or other Third Party verification that agency is tax Exempt
- \_\_\_\_\_ Authorization from Board to request funds
- \_\_\_\_\_ Qualifications of program administrator (2 page limit)
- \_\_\_\_\_ A List of all other program resources that have been secured for the project

All requests and submittals must be received by the City of Elyria by **5pm Friday, December 3, 2021.** Your funding request should be submitted via email to [communityservice@cityofelyria.org](mailto:communityservice@cityofelyria.org)

**CERTIFICATIONS**

I understand that no employee, board member, officer, agent, consultant, Subrecipient which are receiving funds under an assisted program who have responsibilities with respect to the Coronavirus Relief activities or who participate in decision making process or have access to inside information with regard to activities cannot obtain a personal or financial interest or benefit from a Coronavirus Relief Funds assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). The City cannot reimburse for any payroll for board members of the agency.

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Signature

Position

Date